

Associate Dean for Academic Affairs- IL- Chicago College of Veterinary Medicine

Salary: Pay or shift range: \$200,000 USD to \$238,000 USD

The estimated range is the budgeted amount for this position. Final offers are based on various factors, including skill set, experience, location, qualifications and other job-related reasons.

Please apply at: <https://recruiting.ultipro.com/MID1016/JobBoard/14e53f57-a561-4a17-e6ef-fbd661b8b6c1/OpportunityDetail?opportunityId=863b16cd-205f-4921-a2ad-508bbd070ebb>

Midwestern University College of Veterinary Medicine invites applications for the position of Associate Dean for Academic Affairs at the new Midwestern University Chicago College of Veterinary Medicine, located in Downers Grove, Illinois. The University is planning on an inaugural class of 130 veterinary students to matriculate in the fall of 2028.

This is a faculty position at the level of assistant or associate professor. Rank will be commensurate with experience. This individual will be committed to educating and empowering students with a wide range of academic abilities. The Associate Dean for Academic Affairs reports directly to the Dean.

The Associate Dean for Academic Affairs is responsible for oversight of all academic activities within the DVM curriculum to ensure alignment with the academic mission of the College and the accreditation standards established by the AVMA/COE. This individual is responsible for integration of competency-based education and assessment across the 4 years of the DVM program.

Duties of the position are as follows:

General Duties

1. Provide leadership and strategic direction to move the institution towards its vision of academic excellence, including the incorporation of innovative resources to lead in the areas of assessment and curricular advancement.
2. Work closely with the Dean to achieve the college's goals and objectives.
3. Establish a welcoming atmosphere to improve morale and to promote collegiality among students, faculty and staff.
4. Ensure that students feel supported by honoring open-door policy and providing academic advising.

5. Collaborate with other programs within the Midwestern University system as well as with other colleges and universities, to promote academic excellence and foster partnerships that support the college's mission.
6. Oversee and directly supervise outcomes assessment.
7. Other duties as assigned.

Curriculum

1. Curriculum development and management: work with the curriculum committee and faculty to develop a new integrated curriculum grounded in the principles of a competency based veterinary education (CBVE) centered around active learning and clinical milestones metrics.
2. Collaborate with faculty to implement the comprehensive CBVE that aligns with accreditation standards and meets the students' needs.
3. Enforce and adhere to academic policies and standards to promote student success, including policies related to grading, academic progress, and professional conduct.
4. Notify and follow-up students with poor academic performance, academic probation, and potential course failures.
5. Monitor feedback from students – student evaluations of courses and teaching are shared with appropriate chairs and directors. Feedback should be used to make improvements to courses and to teaching.
6. Provide sound academic advising to preclinical and clinical students, helping them to identify and meet academic goals, and assisting with academic concerns.
7. Provide final approval of course syllabi, including new courses and changes to existing courses.
8. Create, maintain, revise, delete, and determine sequence of preclinical courses.
9. Provide oversight of the ongoing assessment and evaluation of the college's academic programs, including monitoring student learning outcomes and identifying areas for improvement for both clinical and pre-clinical courses.
10. Support the faculty by identifying professional development opportunities, including mentorship, advance training and guidance on teaching methods and best practices.

11. Guide faculty in the development and the evaluation of curricular content and assessments.
12. Point-person for updating the University Academic Catalog, University Academic Calendar, and College's Uniform Course Policies.
13. Serve as an ex-officio member of the Curriculum Committee and ensures that the curriculum is continually evaluated and evolves as needed to meet the educational mission of the college.

Data Collection, Outcomes Assessment and Accreditation Management

1. Ensure the college meets the standards of accreditation established by the AVMA-COE
2. Set metrics, record data, generate, and submit reports to comply with the standards.
3. Assist the Dean in the self-study process, including onsite visits.
4. Record and analyze data collection regarding enrollment, recruitment, credit-hours, attrition, and diversity.
5. Establish methods of mapping and metrics.

Admissions

1. Chair the Admissions Committee and will be responsible for recruitment and onboarding of D.V.M. students.
2. Responsible for ongoing evaluation of the admissions process to ensure recruitment of a high-quality and diverse student body.
3. Actively assist the Office of Admissions in student recruitment, interview tours, and Open House events.
4. Maintain a fair and unbiased admission process through the development and implementation of faculty and staff training.

Budget

1. Manage the academic affairs budget, including allocating resources to support academic programs and initiatives.
2. Submit capital and non-salary budgets as assigned by the dean.
3. Approve and monitor expenditures for any budget assigned by the dean.

Committee Service

1. Serve as chair of the Student Promotion and Graduation Committee and the CVM Admissions Committee .
2. Serve as *ex-officio* on the OSCE Committee and the Curriculum Committee.
3. Serve on the CVM Executive Committee and other committees as assigned by the dean.

Professional Development and Supportive Services

1. Engage or collaborate with faculty in academic research and scholarship in the field of veterinary medical education and related areas, including publishing and presenting at conferences.
2. Seek knowledge of imminent academic trends likely to affect future educational offerings.
3. Serve as an important point of contact for students in need of support with academic performance issues.

Required Qualifications:

- DVM or equivalent degree
- Illinois veterinary license eligibility
- Minimum of five years of experience in academia with the present rank of Associate Professor
- Minimum of three years of experience in academic administration
- Record of scholarly activity or scholarship in teaching and learning
- Knowledge of accreditation standards, academic regulations, and policies, e.g., FERPA
- Evidence of management and mentoring ability
- Track record of successful collaboration and consensus-building with administration, faculty, and staff
- Dedication to the education of our students through student-driven and relative interactive learning

Desired (but not required) Qualifications:

- Board certification in any veterinary specialty recognized by the American Board of Veterinary Specialties

- MS or PhD degree in a relevant field of study
- Additional advanced training

Midwestern University is a private, not-for-profit organization that provides graduate and professional education in the health sciences. The University has two campuses -- one in Downers Grove, Illinois and the other in Glendale, Arizona. More than 7,000 full-time students are enrolled in graduate programs in veterinary medicine, osteopathic medicine, dentistry, pharmacy, physician assistant studies, physical therapy, occupational therapy, nurse anesthesia, cardiovascular perfusion, podiatry, optometry, clinical psychology, speech language pathology, and biomedical sciences. Over 600 full-time faculty members and 1000 staff members are dedicated to the education and development of our students in an environment that encourages learning, respect for all members of the health care team, service, interdisciplinary scholarly activity, and personal growth.

We are seeking a faculty member who is excited about participating in the growth of a young veterinary college and having a role in shaping its teaching and clinical programs. If you would like to apply for this position, please submit your letter of intent and application through Midwestern University's online job board at <https://www.midwestern.edu/employment-mwu>. Your online application should include a letter of intent and a curriculum vitae with the names and contact information (including email addresses) of at least three professional references.

For more information about this position, please contact:

Coretta Cosby Patterson DVM, DACVIM PG Cert Vet Ed

Dean

College of Veterinary Medicine

Midwestern University

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Review of applications will continue until the position is filled.

We offer a comprehensive benefits package that includes medical, dental, and vision insurance plans as well as life insurance, short/long term disability and pet insurance. We offer flexible spending accounts including healthcare reimbursement and child/dependent care account. We offer a work life balance with competitive time off package

including paid holiday's, sick/flex days, personal days and vacation days. We offer a 403(b) retirement plan, tuition reimbursement, child care subsidy reimbursement program, identity theft protection and an employee assistance program. Wellness is important to us and we offer a wellness facility on-site with a fully equipped fitness facility.

Midwestern University is an Equal Opportunity/Affirmative Action employer that does not discriminate against an employee or applicant based upon race; color; religion; creed; national origin or ancestry; ethnicity; sex (including pregnancy); gender (including gender expressions, gender identity; and sexual orientation); marital status; age; disability; citizenship; past, current, or prospective service in the uniformed services; genetic information; or any other protected class, in accord with all federal, state and local laws and regulation. Midwestern University complies with the Smoke-Free Arizona Act (A.R.S. 36-601.01) and the Smoke Free Illinois Act (410 ILCS 82/). Midwestern University complies with the Illinois Equal Pay Act of 2003 and Arizona Equal Pay Acts.